

August 25, 2009

Dear Wiley Families,

Welcome to the start of another fantastic year at Wiley! This handbook has important information for both new and returning families regarding the procedures and programs that are established at Wiley. We hope it will serve as a helpful guide throughout the year to answer various questions. It is also always available on our website (<http://wileyes.wcpss.net>). If your questions are not answered here, on our website or the WCPSS system website, remember that we're just a phone call or email away! For your convenience, our email addresses are listed below.

A separate handbook of Wake County Public School Systems policies and procedures will come home with your Wiley student. During the coming weeks, the PTA will publish a directory of staff and students. If you have not yet provided the PTA with your directory information, and you wish to be included, please access the form online or contact the PTA for a paper copy.

All Wiley families will have the opportunity to meet new staff members and new Wiley families, as well as renew old acquaintances at our Welcome Back Picnic. Our picnic is a cherished annual event and will be held on the front school grounds. Mark your calendar for Sunday, August 30 from 4:30 pm– 6:30 pm. Come bring a picnic and enjoy the afternoon. More information about this event will be sent home very soon.

Again, welcome to Wiley as we look forward to a great year together!

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TABLE OF CONTENTS

<u>TOPIC</u>	<u>PAGE NUMBERS</u>
WCPSS 2009-2010 Traditional Calendar	A
Wiley Dates to Remember	B
Wiley Daily Schedule	C
Wiley Procedures	1-19
Wiley Discipline Plan	1
Attendance Information	4-5
Before & After School Programs	6
Cafeteria Procedures	6
Birthdays	8
Character Education	8
Communication Information	9
School phone Numbers	9
Monday Folders	10
Agendas	10
News & Monthly Calendar	10
Teacher Newsletters	10
PTA Bulletin	10
Dismissal Procedures	11
Dress Code (WCPSS)	12
Early Release Days	12
Electives	12
Field Trips	13
Homework Guidelines	13
Immunizations & Health Assessments	14
Inclement Weather	14
Lost & Found	15
Medications & Health Room Procedures	15
Parent Conferences	16
Playgrounds	16
Progress Reports	17
Security	17
Snacks	17
Telephone Use & Messages	18
Toys	18
Traffic Patterns	18
Visitors & Volunteers	19
Carpool Diagram	21

DATES TO REMEMBER

TEACHER WORKDAYS AND EARLY RELEASE DAYS

Teacher Workdays	Early Release Days (1:15 dismissal)
Sept. 28	Sept. 23
Oct. 30	Oct. 21
Jan. 25	Dec. 12
Feb. 15	Feb. 3
April 5	Mar. 10
	April 21

SPECIAL SCHOOL EVENTS

August 11	New Family Orientation, 5:30-6:30pm
August 24	Meet the Teacher Day – Grades 1-5, 10:00-11:30am
August 30	Meet the Teacher Day -- Kindergarten, 4:00-5:00pm
August 30*	Welcome Back Picnic, 4:30-6:30pm
September 11*	School Spirit Day
September 17	PTA Open House, 6pm-8:15pm
September 19	Gardens and Grounds Day, 9am-12pm
October 2	Fall Pictures
October 7*	International Walk to School Day
October 12-16	International Book Fair (evening hours on 10/13)
November 4	Picture Make-ups and Re-takes
November 12*	PTA—10,000 Villages Shopping Event, 2:30-7pm
November 14	Gardens and Grounds Day, 9am-12pm
November 17 *	Magnet Open Houses
	Assemble Thanksgiving Food Baskets, 3:45-5:30pm
December 18*	School Spirit Day
January 14*	Magnet Open Houses
February 19*	Talent Show, 7pm
March 18*	Family Science Night, 6-8pm
March 29-April 5	Spring Break
April 16	Class/Individual Pictures
April 23*	School Spirit Day
April 26-April 30	Book Fair (evening hours on 4/27)
May 14*	School Spirit Day
June 3	International Night, 6-8pm (rain date on 6/6)
June 7*	Field Day (rain date on 6/8)

TESTING DATES

EOG	Grades 3-5	May 14-20
CogAT	Grade 3	Jan. 11-15
Annual ESL Testing	Grades K-5	Feb. 8-Mar. 19
ITBS	Grade 3	March 15-19

* Designates a day students are encouraged to wear their Wiley t-shirts or a blue or green shirt to promote Wiley spirit.

**All PTA Board Meetings are open meetings held the 1st Thursday of each month in the school media center (April 8).

WILEY DAILY SCHEDULE

All Students (Monday, Tuesday, Thursday Friday)

7:00 ~ 8:45 Before School Program
 8:45 ~ 9:05 Homeroom/Arrival and Breakfast
 9:05 ~ 9:10 W.I.N. Program
 3:40 Announcements
 3:42 Dismissal/Walkers and Car Riders
 3:45 Dismissal/Bus Riders
 3:45 ~ 6:00 After School Program

*On Wednesdays,
we will dismiss
1 hour early.*

MONDAY, TUESDAY, THURSDAY, FRIDAY			WEDNESDAY
8:45-9:05	STUDENT ARRIVAL		8:45-9:05
9:05	TARDY BELL		9:05
9:05-9:10	WIN NEWS		9:00-9:05
9:10-9:55	1 ST PERIOD	1 ST GRADE SPECIALS	9:05-9:45
9:55-10:45	2 ND PERIOD	K SPECIALS	9:45-10:25
10:45-11:30	3 RD PERIOD	2 ND GR. SPECIALS/ 3 RD AND 5 TH GR. ELECTIVE	10:25-11:05
11:30-12:15	4 TH PERIOD	4 TH AND 5 TH GR. ELECTIVE	11:05-11:45
12:15-1:20	5 TH PERIOD	3-5 LUNCH/RECESS	11:45-12:40
1:20-2:05	6 TH PERIOD	K-2 ELECTIVE	12:40-1:20
2:05-2:55	7 TH PERIOD	K-2 ELECTIVE	1:20-2:00
2:55-3:40	8 TH PERIOD	3 RD AND 4 TH GR. ELECTIVE	2:00-2:40
3:40-3:45	DISMISSAL		2:40-2:45

Kindergarten - Second Grades

9:05 - until lunch.....Basics/Specials
 11:00 - 12:15Lunch/Outside Time
 12:15 - 1:20Basics
 1:20 - 2:051st Elective ~ 6th period
 2:05 - 2:502nd Elective ~ 7th period
 2:55 - 3:40Basics

Third - Fifth Grades

9:05 - 10:45Basics
 10:45 - 11:30Elective ~ grades 3 and 5
 11:30 - 12:15Elective ~ grades 4 and 5
 12:15 - 1:20Lunch/Outside Time
 1:20 - 2:50Basics
 2:55 - 3:40Elective ~ grades 3 and 4

WILEY DISCIPLINE PLAN

POSITIVE BEHAVIOR SUPPORT

The Wiley Community actively practices Positive Behavior Support and aims to incorporate the guiding principles of PBS throughout all programs and activities on our campus. Some of the guiding principles of PBS are:

- All students are valuable and deserve respect.
- School climate is a shared responsibility among administrators, teachers, staff, parents, and students.
- All students can be taught appropriate behavior.
- Regular positive reinforcement of appropriate behaviors will help them to occur more frequently.
- Cultural differences exist and need to be understood.
- Positive relationships between students and adults are key to student success.

We will continue to provide opportunities for parents to learn more about PBS in order to support our efforts at home. Parents are encouraged to review the PBS brochure that has been sent home.

Philosophical Foundation of all Wiley Behavioral Practices

- All teachers deserve the opportunity to teach and all students deserve the opportunity to learn
- Any behavior management program should accentuate the positive
- Every staff member is an authority figure and deserves to be treated with respect. All staff members have the responsibility to correct student misbehavior.
- All students should be treated with respect by other students as well as by adults.
- Everyone should feel safe at our school.
- All staff members and students should know the rules, behavioral expectations, and the reasons for them.
- We need to all use the same language so that students better understand our expectations. Expectations must be clearly taught and communicated in order for children to follow them.
- All aspects of school life should become learning situations. The mistakes children make afford us the opportunities to teach better ways of handling difficult situations in the future.

The Wiley Way

- Respect yourself
- Respect others
- Respect property

The Wiley Way posters are displayed in all classrooms to ensure that we are all using the same language to express our expectations. Please refer to the matrix on the following page for specific expectations we have in the various common parts of the school. Teachers may also choose to add to this list for their specific classrooms. Consequences will be implemented based on the severity of the problem, frequency of the occurrence and teacher's or administrators knowledge of the specific needs of the student.

Wiley Communication Form

This form will be used to document behavior problems. Parents are expected to review the information on the form and discuss with the child the situation and better ways to handle similar situations in the future.

OTHER SCHOOL RULES

1. During the school day the front entrance is only to be used by students who are with an adult.
2. The fire escapes are not be used by students except in an emergency to escape the building.
3. Electronic equipment, collectibles, valuables are to remain at home.

NON-NEGOTIABLES

There are various behaviors that will result in an automatic and significant punishment. Out of school versus in-school suspension will be used at the discretion of the Principal or Assistant Principal after consultation with the teacher.

1. Hitting an adult*
2. Threatening serious physical harm to an adult or student*
3. Threatening to seriously damage the building
4. Bringing a weapon, or an item used as a weapon, to school**
5. Touching another student inappropriately**

* The expectations for these are the same regardless of the grade level of the student.

** Flexibility will be used with regard to the developmental level of kindergarten and first grade students who may not understand the behavior problem.

Wiley Elementary International Magnet School Expectations



The Wiley Way	Cafeteria	Hallways/ Ramps/Stairs	Playground	Restroom	Buses	Carpool
Respect Yourself	<p>Make healthy food choices. Eat dessert last. Use manners. Respond quickly to adult directions.</p>	<p>Walk facing forward on the right. Go straight to destination. Respond quickly to adult directions.</p>	<p>Be active. Have fun. Dress properly. Be a good sport. Respond quickly to adult directions.</p>	<p>Use the restroom for the appropriate reason. Make use of scheduled restroom breaks. Refrain from playing. Wash your hands.</p>	<p>Listen carefully for bus announcements. Stay seated and face forward . Respond quickly to adult directions.</p>	<p>Come to the 2nd floor hallway and sit quietly against the wall. Remain quiet while rides are announced. Listen carefully for your Name. Respond quickly to adult directions.</p>
Respect Others	<p>Keep hands and feet to yourself. Keep conversations pleasant. Say "please" and "thank you". Talk quietly to people at your own table. Raise your hand when assistance is needed.</p>	<p>Remain on the right hand side of hallways and stairwells. Keep hands and feet to self. Use quiet voices.</p>	<p>Use kind words. Include others. Share and take turns. Agree on game rules. Listen to others' ideas.</p>	<p>Allow others privacy. Aim, flush, and clean areas that you have used.</p>	<p>Check for family members. Use kinds words. Wait your turn to get on and off. Thank the bus driver. Use quiet voices.</p>	<p>Check for family members and others who ride with you. Be kind to others. Raise hand if you need assistance. Thank the safety patrol/cab driver.</p>
Respect Property	<p>Recycle correctly. Stack trays neatly. Pick up all trash. Take only what you need.</p>	<p>Keep hands off walls. Keeps writing utensils in classrooms or book bags.</p>	<p>Use equipment and materials safely. Appreciate and protect nature.</p>	<p>Put paper towels in the trashcan. Conserve water, soap, and paper towels.</p>	<p>Keep the bus clean. Keep food and belongings in backpacks. Take your belongings with you when leaving the bus.</p>	<p>Keep food and belongings in your backpacks. Reading is allowed while waiting, but remember to take the book with you.</p>

ATTENDANCE

Regular school attendance is expected of all Wiley students. Listed below are the seven approved reasons for absences from school:

- Illness/injury which makes the student physically unable to attend school;
- Isolation by the Health Department;
- Death in the family;
- Medical, dental or other appointment with health care provider with documentation;
- Court appearance when the student is under subpoena;
- Religious observance;
- Educational opportunity (submit form 1710 prior to absence).

Requests for excused absences for educational reasons must be made in advance by using Form 1710. This form can be obtained from the school secretary at any time.

For all absences, a note must be brought in within two days of the absence. Work missed during the absence can be made up. Make-up work for unexcused absences is at the teachers' discretion. Make-up work to be picked up at school during a student's absence must be requested by 10:00 a.m. and will be ready in the office after 3:45 p.m. All student absences will be checked each day with a telephone call from a teacher assistant.

School officially begins at 9:05, but students may report to their classrooms as early as 8:45am. We strongly suggest that your child get to school as close to 8:45 as possible, using this time to settle, get ready to learn, and begin the day when first period begins at 9:05am. Students are considered tardy if they arrive after 9:05 a.m. Any student arriving after the 9:05 a.m. bell will have to report to the office to sign in and receive a note for admission to class. Parents are expected to accompany students to the office when checking in late. If a parent does not accompany the student, the tardy will automatically be considered unexcused. Excessive tardies and/or absences will be closely monitored. Parents of students with excessive tardies and/or absences will receive communications from the social worker and/or school administration.

If it becomes necessary for children to leave school before the regular dismissal time, parents are required to come to the office to sign the student out. The office will call for your child or the parent will be given permission to go to the class for the child. Children will not be allowed to wait for long periods in the office.

Students will only be released to the adults listed by the enrolling parent on the student's locator card. Photo ID will be required in cases where the person picking up is unfamiliar to the office staff.

ATTENDANCE PROBLEMS

In order to improve student attendance, the following plan will be implemented.

The social worker will monitor attendance on a monthly basis. When a student has a total of 6 absences, the social worker will consult with the teacher. If the teacher deems it appropriate, the social worker and the principal will send an initial letter to bring this to the parents' attention.

When a student has a total of 10 tardies, the social worker will consult with parents by letter or phone call to discuss strategies to address this problem.

When a student has a total of 10 absences or 8 days unexcused absences, the social worker sends a letter to parents and in conjunction with administration may require a doctor's note. The social worker will then make a personal contact with the family.

When a student has a total of 15 absences, the parents will be required to have a doctor's note in order for any absence to be excused.

When a student has 10 unexcused absences, the social worker will make a second contact and may file a court petition if the parents have not demonstrated a good faith effort to improve their child's attendance.

When a student has 25 days of excused absences, the principal will send a letter concerning the possibility of retention.

An absence is excused when a parent offers a legitimate explanation of the absence. There are seven reasons for an excused absence (please reference the previous page).

In the case of head lice, the first three days will be considered a medical excuse. Further absences for this reason will be unexcused.

Absences not classified above will be considered unexcused. This applies even with a note from the parent.

BEFORE & AFTER SCHOOL PROGRAMS

The Wiley before and after school programs will be operated by the Central YMCA. All personnel working in either program are YMCA employees. Registration and payment will be conducted by YMCA at their offices on Hillsborough Street. The hours for the before school program will be from 7:15am until 8:45am. Activities will take place in the cafeteria. The after school program will run from 3:45pm until 6:00pm. Activities will take place in the cafeteria, gym and playground.

CAFETERIA PROCEDURES

Meals are a time when students have an opportunity to visit their friends in a relaxed manner and to appropriately socialize. We try to maintain a warm friendly atmosphere in the cafeteria and dining area. Parents are invited to have lunch with their children as often as possible. As with all other areas of Wiley School, cafeteria procedures have been developed that are consistent with the tenets of PBS. All cafeteria visitors (adults and children) are expected to adhere to the established expectations in the cafeteria.

All students are issued a lunch number. This number must be given to the cashier whenever food or milk purchases are made. We must all work with the children to help them remember their lunch number.

The prices listed below are the prices for 2008-2009:

Breakfast

Full price K-5	\$.80
Reduced price	.30
Adult	A la carte
Milk	.50

Lunch

Full price K-5	\$1.75
Reduced price	.40
Adult	A la carte
Milk	.50

Please help your child remember to adhere to the following procedures:

1. Sit in the assigned areas only.
2. Students should go through the serving line only once. (This means that students must get everything the first time through the line.)
3. Only one dessert may be purchased.
4. Students may not exchange food with other students.
5. Sodas and/or glass bottles are not to be brought for lunch or snacks.

Even though each class will have rotating pairs of students who will serve as table washers, all students are responsible for cleaning up after themselves by throwing away trash and garbage in the proper area. Children are encouraged to put left-over fruits and vegetables in the compost bucket.

During the school year, students without lunch or money will be given fruits and vegetables and water. Students also have the option of calling parents for lunch or money.

PAYMENT OPTIONS

MyLunchMoney. allows you to deposit funds into your child's lunch account anytime you want from your home computer, phone or fax. To get started, you must enroll at www.myLunchMoney.com or you can call 1-800-479-3531. Parents will need their child's ID or NCWISE number to enroll. This number can be found on last year's report card or you may email Ms. Ruedy in the main office. Unfortunately, we cannot give out student ID numbers over the phone. Parents can set their accounts to be used for "meals only" or to include snacks and a la carte items.

Parents who choose not to enroll in MyLunchMoney will still have the option of paying for their child's meals on a daily, weekly or monthly basis and may pay with cash or check. When sending money to the school, please indicate on the check or envelope that the funds should be used for "meals only" (which includes breakfast and lunch), "lunch only," or "open" (which includes meals as well as snacks and a la carte items).

MANAGING YOUR CHILD'S ACCOUNT/PURCHASE OPTIONS

From the WCPSS Child Nutrition Website:

Our cafeteria software also allows us to, at the parent or guardian's request, flag a student's account with specific information, such as special diet needs and account restrictions.

Ms. Evans, our cafeteria manager, can help you with:

- Obtaining a printed copy of the record of sales on your student's account over a period of time
- Restricting sales with flags such as
 - "Lunch Only"
 - "Breakfast & Lunch Only"
 - "No Snacks"
 - "Extra Sales: Milk Only"
 - "\$2.00 limit" per day
 - "Snacks on Fridays Only"

Another option that has worked well for some parents is to restrict the account to "No Extra Sales" and then send cash with their child when they're allowing extra purchases—for example, each Friday. These flags will show up on the memo

screen of the register as your student goes through the line. Our cashiers are trained to diligently watch for the notifications with each child, but at times, in the effort to serve the students quickly, a flag may be overlooked.

FREE OR REDUCED LUNCH APPLICATIONS

Applications for free/reduced lunch are available from the office at any time. Children, and kindergarten siblings, who were enrolled in WCPSS during the previous school year, will have the same lunch status for the first 15 days of school. A new application for free/reduced lunch must be completed each year. Parents are strongly encouraged to complete the application as soon as it is received so that full lunch privileges are not interrupted for children.

BIRTHDAYS

Birthdays are important times for celebration in a child's life. Each grade level will design a special birthday celebration that incorporates some aspect of our International theme (e.g. drum circle, special ceremony) in order to honor students' birthdays. Parents are asked not to send in snacks or sweets for these celebrations. Your child's teacher will provide you with more information about how birthdays will be celebrated in their grade level.

CHARACTER EDUCATION

The WCPSS has adopted a Character Education Program to help children incorporate the character traits that the Wake County community has determined to be desirable traits for all members of our community. The character traits and their definitions are:

COURAGE

- Having the determination to do the right thing even when others don't.
- Having the strength to follow your conscience rather than the crowd.
- Attempting difficult things that are worthwhile.

GOOD JUDGMENT

- Choosing worthwhile goals and setting proper priorities.
- Thinking through the consequences of your actions.
- Basing decisions on practical wisdom and good sense.

INTEGRITY

- Having the inner strength to be truthful, trustworthy and honest in all things.
- Acting justly and honorably.

KINDNESS

- Being considerate, courteous, helpful and understanding of others.
- Showing care, compassion, friendship and generosity.
- Treating others as you would like to be treated.

PERSEVERANCE

- Being persistent in pursuit of worthy objectives in spite of difficulty, opposition, or discouragement.
- Exhibiting patience and having the fortitude to try again when confronted with delays, mistakes, or failures.

RESPECT

- Showing high regard for authority, for other people, for self, for property and for country.
- Understanding that all people have value as human beings.

RESPONSIBILITY

- Being dependable in carrying out obligations and duties.
- Showing reliability and consistency in words and conduct.
- Being accountable for your own actions.
- Being committed to active involvement in your community.

SELF-DISCIPLINE

- Demonstrating hard work and commitment to purpose.
- Regulating yourself for improvement and restraining from inappropriate behavior.
- Being in proper control of your words, actions, impulses and desires.
- Doing your best in all situations.

Monthly classroom guidance sessions are implemented to help children better understand the character traits. They are also emphasized on the morning news show and during class discussions.

COMMUNICATIONS

SCHOOL NUMBERS

Office: 856-7723
Assistant Principal: 856-7725
Attendance Office: 856-7733
Guidance: 856-7734
Media Center: 856-7728
Cafeteria: 856-7731
Fax: 856-2956

Email: ekershner@wcpss.net
Homepage: <http://wileyes.wcpss.net>

MONDAY FOLDERS

Each week a Monday folder will be sent with each child's work from the previous week, PTA announcements and various school communications. Parents are asked to review the Monday folder promptly each week and to return the folder on Tuesday to your child's homeroom teacher. Parents who live in a home separate from their child may request a duplicate Monday folder. The duplicate folder will have everything from the folder that can be reasonably duplicated. This second Monday folder will be kept in the office for the parent to pick up. Children will only be asked to take home one Monday folder to the parent with whom they are residing that evening.

AGENDAS

Fourth and fifth grade students will use agenda planners. These will provide grade level specific formats for recording homework assignments and other information pertinent to each class. Parents are asked to donate \$5 toward the cost of the agendas.

NEWS & MONTHLY CALENDAR

On a weekly basis parents will receive a NEWS from the principal with announcements and reminders of school news and events. On the first Monday of each month a calendar of upcoming school events for that month will be sent in the Monday folder. Parents who have email access are encouraged to sign up for e-NEWS in light of our Go Green efforts. Weekly issues as well as the monthly calendar will also be posted in the school's website.

TEACHER NEWSLETTERS

Homeroom teachers will send letters home in the Monday folders on a regular basis to keep parents abreast of class news and instructional plans. Specialists will send home a quarterly newsletter.

TEACHER/GRADE LEVEL WEBSITES

Parents can access information about grade level plans, including PLC agendas, from the Wiley Website. By 2011, all teachers will have individual websites that parents and students can access for information about classroom activities, homework, and general updates. Many teachers have already launched their websites, which can be accessed from the Wiley homepage.

PTA BULLETIN

The PTA will publish a quarterly bulletin with PTA news and announcements of school events. This will be sent home in the Monday folder.

DISMISSAL PROCEDURES

Dismissal is at 3:45 p.m (2:45 p.m. on Wednesdays). Afternoon announcements are made at 3:40 p.m. Following the announcements, the walkers and car pool students are dismissed at 3:42 p.m. Beginning at 3:45 p.m., bus students are dismissed from their 8th period class as their bus arrives on campus and the appropriate announcement is made. Students enrolled in the After School Program are dismissed to the cafeteria at 3:42 p.m.

Parents are asked to pick students up at the designated area (i.e. 2nd grade hallway for all carpool students) only. First through fifth grade students who do not walk or ride a bus home will be allowed to wait in the 2nd grade carpool area only. For the first few weeks of the school year, Kindergarten students will be allowed to wait in their homeroom if requested to do so by parents and if this coincides with the homeroom teacher's schedule. Parents are asked to refrain from instructing children to meet them at dismissal in areas other than the established carpool area. Students found waiting to be picked up in an unsupervised area of the campus will be sent to the 2nd grade hallway to wait for their ride home.

Parents parking on Calvin Street and walking into the building to drop off or pick up students are to use the appropriate cross walks at all times. No one is allowed to walk between parked busses as a short cut.

Please see the Traffic Patterns section for new guidelines regarding afternoon walker dismissal.

All dismissal rules are established for the safety of the children and full adult support and cooperation with the procedures are expected and appreciated.

DRESS CODE

Wiley students are expected to adhere to the Wake County Public Schools dress code. The school system policy has been summarized below.

Students are expected to adhere to standards of dress and appearance that are compatible with an effective learning environment. Presenting a bodily appearance or wearing clothing which is disruptive, provocative, revealing, profane, vulgar, offensive or obscene, or which endangers the health and safety of the student or others is prohibited.

Examples of prohibited dress or appearance include, but are not limited to, the following:

- exposed undergarments

- sagging pants
- excessively short or tight garments
- bare midriff shirts
- strapless shirts
- attire with messages or illustrations that are lewd, indecent, or vulgar or that advertise any product or service not permitted by law to minors
- head covering of any kind (excludes head covering for religious beliefs or medical conditions)
- see-through clothing
- attire that exposes cleavage
- any adornment such as chains or spikes that reasonably could be perceived as or used as a weapon
- and any symbols, styles or attire frequently associated with intimidation, violence or violent groups about which students at a particular school have been notified.

If a student's dress or appearance is such that it constitutes a threat to the health or safety of others, distracts the attention of other students or staff from their work or otherwise violates this dress code, the principal or the principal's designee may require the student to change his or her dress or appearance. A second or repeated violation of this policy may result in disciplinary action.

EARLY RELEASE DAYS

School will be dismissed on early release days at 1:15 p.m. for essential staff development sessions. Buses will leave Wiley at 1:15 p.m.

ELECTIVES

Electives offer students the opportunity to access the curriculum through a different lens. They are an important part of the International program here at Wiley. Students sign up for electives twice a year, at the beginning of each semester. Elective registration materials will go home in Monday folders and students will have one week to return their materials prior to registration here at school. Students are asked to rank their choices for electives, as registration is based on first-come, first-served basis. The older students at each grade span (e.g. 5th and 2nd) sign up first and are given priority for elective offerings.

Most electives last for one quarter, though there are a few that last for two. Language electives last for the whole school year. Students go to electives Monday through Thursday, with each elective period being 45 minutes long.

FIELD TRIPS

We are fortunate that Wiley is located in close proximity to many museums, governmental buildings and other resources to add to our instructional program. Field trips to these places are great educational experiences. Parents are often asked to accompany students on such trips to serve as chaperones. When accompanying a group on a fieldtrip, parents are encouraged to leave younger siblings at home. Parents are also asked to pay the transportation and admission costs. Students with limited financial resources are never denied inclusion on field trips. Parent permission is always necessary in order for children to go on a field trip. If parent permission cannot be obtained, the student will not be included in the fieldtrip.

HOMEWORK GUIDELINES

At Wiley, quality homework assignments are intended to serve the following purposes:

- To enrich and extend the school experience;
- To reinforce learning through practice and application of concepts covered in class;
- To provide assignments to address a variety of learning styles and ability levels;
- To stimulate effort, independence, responsibility and self-direction.

Parents are encouraged to support their children in this area by providing a quiet area of the home for homework to be completed on a daily basis. The amount of active parental involvement with the process of completing the assignments will depend on the level of the child and the suggestions of your child's teacher.

Listed below are the guidelines for the amount of time children at each grade level should spend on homework each evening. Other than long-term projects, homework is only given on Monday through Thursday evenings. Homework is also not given on evenings of special school-wide events (such as Family Science Night) so as to encourage attendance. Daily homework assignments are not to be given from elective classes. Long-term projects are appropriate elective homework assignments.

- Kindergarten: At the teacher's discretion based upon the unit of study;
- 1st: Up to 20 minutes per night;
- 2nd: Up to 30 minutes per night;
- 3rd: Up to 40 minutes per night;
- 4th & 5th : Up to 60 minutes per night;

It is expected that all children will read on a nightly basis.

If a student works the maximum time indicated and still is not finished, the parents should communicate their concern in writing to the teacher. Homework concerns may be addressed on the daily agendas.

Request for homework for absent students should be made by 10:00 a.m. to be picked up after 3:45 p.m. Parents are asked to refrain from “dropping by” the school to pick up assignments without making prior arrangements.

IMMUNIZATIONS & HEALTH ASSESSMENTS

North Carolina law requires that every child attending school should have the proper immunizations against diphtheria, tetanus, whooping cough, rubeola, rubella, hemphilus influenza and mumps. At the time of enrollment, all students must show proof of the following:

- 5 DPT doses (If the fourth shot is given on or after the child’s 4th birthday, the fifth shot is not required.)
- 4 OPV doses (If the third dose is given on or after the child’s 4th birthday, the fourth dose is not required.)
- 2 MMR doses (The first shot must be given on or after the child’s 1st birthday, and the second before starting school.)
- 1 HIB dose (This should be given at or after the 1st birthday and before age 5.)
- 3 Hepatitis B doses (Children born on or after July 1, 1994.)
- 1 Varicella dose (Children born on or after April 1, 2001.)

All kindergarten students are required to provide proof of a physical exam. The Kindergarten Health Assessment form can be obtained from the school office and must be completed by the child’s pediatrician during the first 30 days of school.

All kindergarten and first grade records are checked during the first 30 days of school. Students who do not have either proper immunizations or health assessments or proof of doctor appointments will be suspended from school until proper documentation is provided. Our School Nurse is available to help parents arrange appointments through the Wake County Health Department. She can be contacted at our main school number (856-7723).

INCLEMENT WEATHER

In the event of inclement weather (i.e. snow, ice, tornado, hurricane, etc.) parents are to listen to the local radio and television stations for information regarding

school closings and delays. As soon as information is available, a message will be placed on the school voice mail system with pertinent directions for parents.

DELAYED OPENING

When schools are delayed, bus schedules are adjusted to the delayed opening time. If the opening of school is delayed by an hour or more, we will NOT serve breakfast. The YMCA Early Arrivals Program will be delayed the same amount of time that the opening of school is delayed.

EARLY DISMISSAL

Early dismissal times will be announced on local TV and radio stations. Carpool students will be dismissed at the early dismissal time. Regular carpool procedures will be followed. Bus students will be dismissed as their bus arrives on campus. The YMCA After School Program will not operate when school closes early for inclement weather.

LOST & FOUND

Lost and found articles are located on the 3rd floor landing. The best way parents can prevent having items left in lost and found is to make sure that everything children bring to school is properly labeled with the child's name. Please do not allow your child to bring valuable items to school except with the permission of the teacher for specific class purposes.

MEDICATIONS & HEALTH ROOM PROCEDURES

Medications will be administered to students in accordance with the following guidelines as established between the WCPSS and the Wake County Health Department:

1. For the long-term administration of medication (more than 2 weeks), the Parent Request and Physician Order for Medication Form (#1702) must be completed and in the possession of school officials. This form is to be updated yearly and/or at any time that the dosage or prescription is changed by the child's doctor.
2. Medication to be given on a short-term basis (2 weeks or less) does not have to be accompanied by form 1702 but must be in a container with a pharmacist's label, administered as indicated on the pharmacist's label and accompanied by a parent's note.
3. Students are not to keep medications with them. All medications will be kept in and dispensed from the office.

When children do not feel well, they do not perform well at school. Students may stay in the health room for a short time to rest or to wait for a parent when needing to go home for health reasons. Children are not to come to school when any of the following symptoms exists:

- Fever of 100.6 or higher (Child should remain at home until fever free for 24 hours.)
- Nausea, vomiting or diarrhea
- Severe headache
- Red, watery eyes with yellow drainage
- Undiagnosed rash
- Lice

Children who have been checked and have either live lice or the eggs (nits) will be required to go home. Children may return to school when treatment has been initiated and the child is nit free. Care and compassion will be taken to protect the privacy and dignity of our children when this problem exists.

PARENT CONFERENCES

At least two parent conferences will be held each year to discuss your child's academic progress. The first conference is held during the first quarter of the year. The purpose will be to discuss goals and strategies for working together during the current school year. The second conference is generally scheduled during the last quarter of the year to give the parent and teacher an opportunity to reflect on the successes of the current school year and to make plans for the coming year. At some grade levels, the final conference of the year will be a student-led conference.

In addition to the formally scheduled conferences, at any time, parents may request a conference to discuss student progress or concerns. Teachers will make every effort to schedule conferences at times that are mutually convenient for both the parents and the teacher. It is inappropriate to "drop by" the school and expect to have an unannounced conference with a teacher, counselor or administrator. Please call first to schedule conferences in advance. When unforeseen conflicts arise, please call the school to cancel the conference in a timely manner.

PLAYGROUNDS

Parents or other adults **MUST** accompany students who play on either playground after school. Staff who remain after school are there to complete important work. For this reason, we ask that those using the playground refrain from knocking on the doors to come inside to use the restrooms or to get water.

The YMCA contracts to use our 3-5 playground in the afternoons. Due to their insurance contract, students who are not in the YMCA program may not share the playground area with the YMCA participants. The YMCA director will make every effort to establish a schedule and communicate with non-YMCA parents who use the playground so that all may enjoy our grounds after hours.

PROGRESS REPORTS

Report cards are sent home in the Monday folders at the end of each quarter. The dates for report cards are listed on the back of the WCPSS calendar. If the date listed is not a Monday, Wiley students will receive their report cards on the Monday closest to the date listed. Parents are to sign the report card envelope and return it to the homeroom teacher the following day. Parents may indicate on the envelope if a conference is requested.

Assessment is continuous data collection of what students can do. In addition to quarterly report cards, teachers conduct frequent assessments in the areas of literacy and math. The WCPSS report card is aligned with laws and policies related to the NC Student Accountability Standards and the WCPSS Promotion policy. It informs parents about a student's performance on the grade level standards.

Kindergarten students will receive report cards at the end of the second and fourth marking periods only. First grade students will receive report cards at the end of the second, third and fourth marking periods. Electives are graded separately from academics. These report cards are also sent home each quarter via the Monday folder.

SECURITY

During the school day various exterior doors will be locked from the outside. Visitors are asked to enter the building only at the main entrance and go directly to the office to sign in as a visitor. During daily arrival (8:45a.m.-9:05 a.m.) times the intellikey system will not be in operation. Staff members will assist students who must travel between buildings during elective times.

SNACKS

A brief snack time will be included in the daily schedule at the discretion of the homeroom teacher. Parents are encouraged to only send healthy snacks (fruit, crackers, etc.) and juice. Sodas and/or glass bottles are not to be brought for lunch or snacks.

TELEPHONE USE & MESSAGES

Student use of school telephones shall be restricted to emergency calls to parents for health or transportation purposes. Parents are to make sure that children fully understand daily transportation arrangements before leaving for school each morning. In the event that messages must be sent to students regarding their transportation arrangements, parents may call the office for a message to be sent to the student. Parents are asked to call the school office with these messages BEFORE 2:00 p.m. Do not leave messages to be given to students on the voice mail after 2:00 p.m., as we may not retrieve them in time to deliver the message.

Students are not permitted to use, display, transmit or have in the “on” position on school property any wireless communication device or personal entertainment device during the instructional day. This includes, but is not limited to, cell phones, pagers, two-way radios, CD/ MP3 players, and electronic games. Such items will be confiscated and will be returned only to parents.

TOYS

Toys do not belong at school. Children should only bring items of this type when they are being used for a specific purpose in a class or are a part of the sharing time in class and the child has obtained the permission of the teacher.

TRAFFIC PATTERNS

MORNING PROCEDURES

Car Pool – Students should be dropped off in the parking lot at the sidewalk. Drivers should enter the parking lot from College Place and remain in the line of cars. Students should stay in the car until it arrives at the front of the line where a teacher assistant and/or safety patrol student will greet the student.

Bus Riders – The buses will release students at the bus lane on Calvin Road. Students who are not going to breakfast should enter the building at the entrance closest to the K-2 playground. Students who are going to breakfast should use the sidewalk and steps that go around the new building and are adjacent to the parking lot and proceed to the cafeteria. Safety patrol students will be at various spots along these routes to direct students.

Walkers & Bicycle Riders – Students should cross at St. Mary’s Street or Calvin Road only at crosswalks monitored by safety patrol students. Bicycles are to be walked on campus and are to be locked and left at the bike rack.

AFTERNOON PROCEDURES

All students who do not ride a bus in the afternoon are expected to wait for their ride home with carpool students in the 2nd grade hallway. Students will not be allowed to wait on the playground or other unsupervised areas of the campus. Kindergarten students only will be allowed to wait for parents in the classroom if such arrangements have been made in advance with the homeroom teacher.

Car Pool – When the 3:42 p.m. bell rings car pool students are to go directly to the 2nd grade hallway and wait quietly until their ride arrives. Parents are to wait in the car pool line in the parking lot until the child has been escorted to the car by the staff member or safety patrol student on car pool duty. Students will be dismissed once the hallway is quiet and students are able to hear their names being called on the walkie-talkies. Consideration for the afternoon schedules of office personnel is appreciated. Parents are encouraged to promptly pick up students by 4:00. Parents who are consistently late picking up students will receive a written notice from an administrator.

Please see the enclosed diagram and list of procedures for afternoon carpool. This diagram is also printed on the back of the sign provided to you for your car.

Bus Riders – Students riding a bus are to remain in their 8th period classes for their bus arrival announcement. They are to exit the building through the door closest to Calvin Rd. and go directly to the appropriate bus.

Walkers – Walkers and bicycle riders are dismissed when the 3:42 p.m. bell rings. Parents who choose to pick up students as walkers should meet them at the front entrance of the building (St. Mary's). Walker passes will be issued so that parents and students can be matched by the staff members on duty. Once the staff member on duty dismisses your child, s/he will meet you outside on the front steps. If you choose to use the 3-5 playground after school, we ask that you remain on the front lawn or on the K-2 playground until 4:15, when traffic has cleared and it will be safe for you to cross the parking lot to the playground. Please remember to use the crosswalk and exercise caution if you and your child are crossing St. Mary's Street during dismissal, as traffic is quite congested until 4:00pm.

VISITORS and VOLUNTEERS

We always welcome parent involvement. Your child's teacher will provide information about how she or he best likes to use classroom volunteers. Remember that anyone who would like to volunteer must register with the Wake County School System using a school computer. You may register at any time, but the earlier in the school year the better. Registration must be renewed each

year and you must be registered before you can volunteer in any capacity at the school.

All visitors and volunteers must check in at the main office. Visitors and volunteers must wear a visitor's pass while on campus.

NOTES